

Office of Executive Inspector General  
for the Agencies of the Illinois Governor



# PERSONNEL MANUAL

Revised March 2011

## **Chapter I      GENERAL CONDITIONS OF EMPLOYMENT**

### **E. Employee Travel**

The following rules apply to all travel undertaken in the course of legitimate State business.

#### **1. Travel Approval**

A supervisor must approve all travel. The Executive Inspector General or the Chief of Staff and General Counsel must approve any out-of-state travel. Requests for out-of-state travel must be made at least four weeks prior to the travel date, using the E-Travel system. Consult with the Travel Coordinator to begin the process.

#### **2. State Rules**

All OEIG employees are required to comply with all regulations promulgated by the Governor's Travel Control Board and the Illinois Travel Regulation Council. These regulations are found at Title 80 of the Illinois Administrative Code Part 2800 and Part 3000. Copies of these rules are located in the reference area or from any supervisor. In addition, guidance regarding travel can be found in the Employee Travel Guide, which is located online at:

[http://www.state.il.us/cms/2\\_servicese\\_oth/trvlguid.htm](http://www.state.il.us/cms/2_servicese_oth/trvlguid.htm)

#### **3. Travel Coordinator**

The Executive Inspector General designates the Springfield Administrative Assistant as the Travel Coordinator for the OEIG. All questions regarding travel regulations should be directed to the Travel Coordinator.

#### **4. Modes of Transportation**

##### **a)      State Vehicles**

State-owned vehicles assigned to the OEIG are for use by authorized OEIG employees in the performance of essential travel duties related to the completion of State business. A State of Illinois vehicle is made available for an OEIG employee for use only during the course of official State business. Because the vehicle is property of the State of Illinois, an OEIG employee has no expectation of privacy in the vehicle or its contents. Any State-owned vehicle is subject

to search without consent or notice at any time by appropriate personnel of the State of Illinois or law enforcement.

Any employee who operates a State-owned vehicle must possess a valid Illinois driver's license. When using a State vehicle, OEIG employees must comply with the provisions of the Vehicle Guide (see O: drive). All OEIG vehicles are non-smoking. Employees are responsible for any moving and/or parking violations for vehicles they operate. Use of a State vehicle for personal use can subject the employee to mileage charges at the rate mileage is reimbursed to State employees and can subject the employee to discipline up to and including discharge.

The OEIG may allow an employee to use a State vehicle for limited personal use due to unexpected or unforeseen circumstances (for example, picking up an employee's child from day care where OEIG-related work prevented the employee from picking up the child at the normal time). Any use of a State vehicle for personal purposes, other than incidental use that is approved by a supervisor, is grounds for disciplinary action up to and including discharge.

Any employee or official using a State vehicle in a manner contrary to this Section shall be personally responsible for and assume the risk of:

- personal injury to the employee/official and to third parties; and
- damage to the property of the employee/official, the State and third parties.

**b) Personal Vehicles**

Commuting between an employee's residence and OEIG offices is not a reimbursable expense. Employees may be reimbursed for mileage when they use their personal vehicle for State business in excess of commuting expenses. Employees who use private vehicles for State business must have insurance coverage of at least \$20,000/\$40,000 - Bodily Injury, and \$15,000 - Property Damage. Insurance verification forms must be signed and are kept in Human Resources. Employees are responsible for any moving and/or parking violations incurred while using their private vehicle for State business.

**c) Air Travel**

Contact the Travel Coordinator with questions or help arranging flights. Remember, all out-of-state travel must be approved by the Executive Inspector General or the Chief of Staff and General Counsel, as well as by the Governor's office prior to making arrangements. Information on State airline travel can be found at the following web page:

[http://www.state.il.us/cms/2\\_servicese\\_oth/trvlbook.htm](http://www.state.il.us/cms/2_servicese_oth/trvlbook.htm)

**5. Travel Expenses**

An OEIG employee will be reimbursed for travel expenses in accordance with the Travel Rules of the Governor's Travel Control Board.

In order to receive reimbursement for travel expenses, an employee must complete and submit a Travel Voucher as soon as possible, and no later than 30 days, after returning from the business-related trip. If a Travel Voucher is not submitted within the 30-day period, the OEIG may not reimburse the travel expenses. The form can be found on the O: drive. This form must be fully completed by the employee and submitted with all necessary receipts and/or documentation to the employee's direct supervisor for signature. Once all necessary signatures are obtained, the voucher must be submitted to the Chief Financial Officer for final approval and submission to the Comptroller for payment. Consult the Travel Policy Tips located at the O: drive for further guidance. In order to view the Travel Voucher form, you may visit CMS's website at:

<http://cms-intra.state.il.us>

State of Illinois

Department of Central Management Services

Division of Vehicles

# **VEHICLE GUIDE**

Revisions 02/01/2008

*This guide is provided as a convenient and quick reference for drivers. Detailed rules and regulations concerning the acquisition, administration, operation and maintenance of vehicles are set forth in 44 Ill. Admin. Code 5040.100 et seq. and other pertinent rules and regulations (the “Rules”). In the event of any conflict between the rules and this guide, the rules govern.*

This guide supersedes the Vehicle Operator’s Manual dated 3/92.

# STATE OF ILLINOIS

## VEHICLE GUIDE

NOVEMBER 2001-Revisions 2/1/2008

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CENTRAL MANAGEMENT SERVICES  
DIVISION OF VEHICLES  
200 EAST ASH STREET  
SPRINGFIELD, IL 62704  
(217) 782-2536 ext. 227

**IN CASE OF VEHICLE BREAKDOWN DURING BUSINESS HOURS (7:30 a.m. - 4:00 p.m. Monday - Friday) CALL:**

The nearest state garage, listed in the back of this book.

**After normal working hours, refer to Page 6.**

If further emergency assistance is needed, call the number on the back of the state vehicle's credit card.

**To Report Vehicle Accidents - Risk Management**  
(217) 782-0202

Immediately contact your agency Vehicle Coordinator to provide details of the accident. **Driver's failure to report a motor vehicle accident within seven days risks coverage. See Page 9.**



## **THE VEHICLE COORDINATOR**

Each agency utilizing vehicles appoints a Vehicle Coordinator. The Vehicle Coordinator is the primary liaison with CMS in all matters relating to vehicles, including but not limited to, acquisition, operation, maintenance, and administration of vehicles. They are also the point of contact, when citizen complaints are received about drivers.

Drivers should become familiar with their agency Vehicle Coordinator.

Coordinators are responsible within their agency for maintaining inventory and cost information on their fleet as well as monitoring vehicle safety and efficiency. Coordinators provide oversight on vehicle issues and develop and implement vehicle policies within their agency, and provide CMS/DOV information needed to maintain fleet operations as a whole.

Please contact your agency Vehicle Coordinator for specific information on vehicle issues.

# **I. STATE VEHICLE USE**

## **DRIVER REQUIREMENTS**

All supervisory personnel and Vehicle Coordinators are responsible for taking reasonable action to verify that drivers are properly authorized to operate vehicles and have a valid license, permit, privilege, or endorsement appropriate for the type of vehicle they are required to operate. Individuals who are authorized by their agency head are allowed to operate vehicles. Drivers must maintain a valid driver's license or appropriate permit for the vehicle being used.

Drivers are responsible to:

- Exercise reasonable diligence at all times in the proper care, use, and operation of vehicles.
- Drive safely; obey all traffic laws; and practice road courtesy.
- Wear seat belts as provided in each vehicle and require all passengers to wear seat belts, except as otherwise required by law.
- Refrain from smoking in state owned or leased vehicles (Public Act 95-0017).
- Refrain from consuming or possessing alcohol and illegal drugs while operating a vehicle.
- Refrain from operating a vehicle under the influence of alcohol and drugs.
- Maintain vehicles in a safe operating condition and carefully secure any cargo.
- Purchase fuel, oil, and repair and maintenance services in accordance with this manual and the rules.
- Be aware of security when parking or garaging a vehicle.
- Ensure that vehicles are used for official and authorized trips only.
- Fuel gasoline powered vehicles with gasohol, whenever possible.
- Immediately report any involvement in accidents to appropriate authorities (*see Accident Report Procedures, Page 8*).
- Comply with instructions concerning notification and repairs in the event of a breakdown or damage which prevents further operation of the vehicle.
- Assume responsibility for violations and fines incurred while operating a vehicle.

- Ensure that all receipts for credit card purchases of fuel, oil, repairs, or other related items are accurate and state the current vehicle mileage reading, and, if applicable, the hour reading. ***Outside fuel receipts do not always provide an area for recording mileage. In situations such as this, the driver should record the mileage in available space on the fuel receipt.***
- Provide copies of any moving or equipment violation citations received while operating a vehicle to your supervisor within five working days of receipt.

**NOTE:** Under certain circumstances reimbursement for fines, and/or provision of legal counsel may be available. Contact your Vehicle Coordinator for further information.

Smoke Free Illinois Act, PA 095-1107, effective 1/1/2008, prohibits smoking in public places, places of employment, and governmental vehicles.

Drivers must use vehicles with the best interests of the state in mind. The following are appropriate times to use a vehicle:

#### **AUTHORIZED USE:**

State-owned vehicles shall only be used for public purposes and in the best interests of the state. When performing official duties on behalf of the state, authorized uses include:

- travel between places of state business, places of temporary lodging, places to obtain meals, and/or other locations necessary to perform official duties;
- travel to/from places to obtain emergency medical assistance or supplies;
- transport of:
  - other state officers or employees who are on official state business;
  - consultants or contractors working on behalf of the state;
  - commercial firm representatives working with the state;
  - wards of the state;
  - residents of state facilities or institutions; and
  - others as authorized in writing by an agency head;
- transport of materials, equipment, supplies, tools, parcels, luggage, or other items necessary or required to perform official duties;

- operation of state vehicle by a state contractor when required to meet the needs of a state contract and when authorized in writing by an agency head;
- operation of a state vehicle when on a travel-related assignment (including, but not limited to, pick-up and return of a vehicle and necessary commuting);
- \*commuting in an assigned vehicle when one of the conditions set forth in Section 5040.340 of this part is met and the employee has complied with:
  - the certification requirements of Section 7-601 of the Illinois Vehicle Code (625 ILCS 5/7-601); and
  - all applicable reporting requirements of the Office of the Comptroller;
- operation of a specially-equipped vehicle where a state official or employee is required to have constant access to the equipment in the vehicle (for purposes of this section, “specially-equipped vehicle” means a vehicle equipped with communications equipment regularly used to transmit over a network of the Emergency Management Agency); and
- any other use when for public purposes and in the best interests of the state, and authorized in writing by an agency head.

\*Such use of a vehicle can be classified as a taxable fringe benefit (see Comptroller’s Bulletins 3-85 and 5-85).

Drivers are required to report to their supervisor if their license or permit becomes invalid, suspended, revoked or lost.

The Federal Omnibus Act of 1991 applies to drivers of state-owned vehicles that are required to possess a CDL license as a condition of their employment.

## **UNAUTHORIZED USE:**

Unauthorized use of a state-owned vehicle includes, but is not limited to:

- transportation for shopping, meals, entertainment, recreation or vacation purposes unrelated to the performance of official state business;
- transport of any person for any purpose unrelated to official state business;
- operation of a vehicle beyond the vehicle's rated capability;
- transport of materials, equipment, supplies, tools, parcels, luggage, or other items unrelated to the performance of official state business;
- transport of hazardous or dangerous materials such as acids, explosives, weapons, ammunition, or highly flammable materials unless authorized in writing by an agency head or in an emergency;
- transport of items or equipment which may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles; and
- any use in violation of applicable law, rule, or executive order.

Any employee or official using a state vehicle in a manner contrary to the rules set forth in this section shall be personally responsible for and assume the risk of:

- personal injury to such employee and to third parties; and
- damage to the property of the employee, the state and third parties.

Agencies are responsible for establishing written policies and procedures to ensure all vehicle use is in accordance with this section. In the event of a violation of this section, the user's agency head:

- is responsible for instituting corrective action, which may include discipline, up to and including discharge; and
  - shall require and verify the user has paid the state for each mile or fractional mile of unauthorized use.
- Payment to the state shall be equal to the amount reimbursed to state employees for the use of personal vehicles (see 80 Ill. Adm. Code 3000.300(f)(2)).

Agencies may establish policies consistent with or more restrictive than the rules set forth in this section.

## **II. SAFETY AND SECURITY**

Drivers are responsible for:

- Ensuring that vehicles are in good operating condition.
- Ensuring that vehicles are inspected by DOV a minimum of once a year.
- Performing a visual inspection before operating a vehicle.

For increased safety and security:

- Always park in well-lighted areas and lock the doors.
- Have keys in hand when approaching a vehicle.
- Avoid stopping in isolated places.
- Plan trips in advance.
- When traveling to unfamiliar locations:
  - (1) leave detailed itinerary with office/family.
  - (2) carry maps with routes clearly marked.
  - (3) travel only on main roads.
- If someone bumps you from behind, do not get out of the car if you are at all suspicious. Motion the other driver to follow you to a police station.

**SECURITY** - Ensure that vehicles, keys and vehicle credit cards are properly secured to prevent damage and/or theft.

**STORAGE** - When not in use, store vehicles on state property, and if possible, within a secure area. Maintain control over vehicle keys and credit card in a manner to prevent unauthorized access.

**SUPPLIES AND EQUIPMENT** - Store state-owned supplies and equipment which must be left in a vehicle in an inconspicuous and secure area of the vehicle.

### III. REPAIRS, FUEL AND MAINTENANCE

If repairs are needed **during regular business hours** (weekdays 7:30 a.m. to 4:00 p.m.), contact the nearest state garage (*listing in back of book*).

**During non-business hours**, if emergency mechanical assistance is required and the driver is able to locate a vendor from the Division of Vehicles Directory of Sublet Vendors to have the repairs performed, proceed with repairs. Bill payment can be processed as follows:

- Driver contacts the nearest state garage the next business day and is given a purchase order for the repair.
- Charge services to the state credit card (*see page 7*).
- Driver can pay out-of-pocket and be reimbursed through his/her agency as a travel expense. DOV will provide an approval stamp on the reimbursement voucher to expedite processing.

If you need assistance obtaining a vendor to perform emergency repairs or other vehicle assistance after business hours, call the number on the back of the state credit card: 1-800-782-7860 in Illinois, out-of-state 217-782-7860.

#### FUEL, OIL, AND OTHER PURCHASES

- (1) Drivers are encouraged to make fuel purchases at state garages when efficient. However, drivers are not expected to substantially deviate from their route to do this.
- (2) If a state garage or service station is not available, make purchases of fuel, oil, and related items from the most economical source. Use E85 and gasohol when available and as applicable to each vehicle's needs. Use a self-service island unless you are physically unable to operate a self-service pump.
- (3) It is the drivers responsibility to verify that the service station accepts state credit cards before pumping fuel.

## **CREDIT CARDS**

A state vehicle credit card and Fleet Card are assigned to each vehicle. Dollar limits on credit card purchases of operational items from private sources are as follows:

Full tanks of fuel. Purchase of oil, oil changes/lubrications, washing, towing and tire repair not to exceed:

- \$ 50 for cars/trucks (7499 GVW and under) and
- \$200 for trucks (7500 GVW and over).
- For most agencies, minor emergency mechanical repairs are not to exceed \$50 (cars and trucks one ton and under) and \$100 (all other vehicles) may be charged without prior approval.

**For information on your particular agency's purchasing limits, contact your Vehicle Coordinator.**

To obtain, change the information on, or replace a credit card, request your Vehicle Coordinator notify DOV at (217) 782-2536 ext. 220.

The use of a state vehicle credit card to purchase personal items, or any item not directly related to the repair and operation of a vehicle is prohibited.



## **IV. VEHICLE ACCIDENT REPORTING AND INSURANCE**

### **ACCIDENT REPORT PROCEDURES**

Please follow these procedures in case of any accident involving a vehicle, or any vehicle rented or leased while on official state business. Contact CMS Risk Management at 217/782-0202 for additional information.

- (1) Notify police and get an accident report.
- (2) Remain silent on the issue of who is at fault.
- (3) Do not assist with injured persons beyond calling for professional medical assistance.
- (4) Telephone your Auto Liability Coordinator immediately to report the details of the accident.
- (5) Telephone DOV to report the details of the accident (when vehicle is leased and/or rented from DOV). During regular business hours call 217/782-2536 ext. 217. After business hours call: 217/782-7860.
- (6) Immediately fill out Illinois Form SR-1 "Motorist Report of Illinois Vehicles Accident." The Auto Liability cover letter attached to the SR-1 is to be completed by your Auto Liability Coordinator. The SR-1 form is provided:
  - (A) In the glove compartment of each vehicle.
  - (B) By the state trooper investigating the accident.
  - (C) From your Auto Liability Coordinator.

The completed SR-1 should be distributed as follows:

**Original:** Department of Transportation  
Safety Responsibility Section  
3215 Executive Park Drive  
Springfield, Illinois 62794-9484

**First Copy:** Risk Management Division  
Auto Liability Section  
201 East Madison  
Springfield, Illinois 62794-9208

The SR-1 along with the Uniform Cover Letter is to be submitted to Risk Management no later than seven calendar days following the accident. (Notify Risk Management of **all** claims.) As outlined by the state's insurance plan, the driver risks forfeiture of coverage for failure to properly and timely report a motor vehicle accident within seven days .

**Second Copy:** Your Auto Liability Coordinator.

**Third Copy:** Department of Central Management Services  
Division of Vehicles  
200 East Ash Street  
Springfield, Illinois 62704  
Attn.: Division Manager

***Third copy when vehicle is leased or rented from CMS***

- (7) If the accident involves severe injury, death, or substantial property damage, contact Risk Management immediately at (800) 442-1300 (then depress #4) or (217) 782-0202. Also notify your Auto Liability Coordinator.

**ADDITIONAL NOTES:**

- (1) Do not enter into a settlement or sign a release unless you have received authorization from Risk Management.
- (2) If a privately-owned vehicle is involved in an accident, complete the Form SR-1 using the operator's personal insurance information and noting that the vehicle is privately owned. The operator should also contact his/her personal auto insurance company and Risk Management.
- (3) If a rental vehicle is involved in an accident, complete Form SR-1, and advise the rental company's insurance carrier. The operator should report the accident to the rental company's insurance carrier, DOV and Risk Management.
- (4) Report all accidents to your Auto Liability Coordinator to be certain a report is submitted to Risk Management.

## **INSURANCE COVERAGE**

The State of Illinois provides liability coverage for drivers and vehicles. This coverage is extended only to drivers utilizing a vehicle in an authorized manner. In the event a driver causes injury or damage to persons or property while using a vehicle or causing a vehicle to be used in an unauthorized manner, the driver may be held personally responsible for such injury or damage.

Public Act 91-0661 requires certain drivers to maintain personal automobile liability insurance with coverage extended to the use of state-owned, rented and leased vehicles when not on official state business.

Any person driving his/her own vehicle or a privately leased or rented vehicle while on state business is required to maintain vehicle liability insurance on such private vehicle in an amount equal to at least the minimum amount required by law.

## **V. RESPONSIBILITY FOR FEES AND CHARGES**

Per Illinois Compiled Statutes 405/67.16, state agencies are charged for fuel, lease, rental, repair, maintenance, and administration of vehicles by Central Management Services, Division of Vehicles. Rates are cost-based.

### **TRAFFIC OR PARKING VIOLATIONS**

Citations for moving or parking violations are solely the responsibility of the operator of the state-owned, rented or leased vehicle.

**CMS MAJOR STATE GARAGES BY REGION  
AND FUEL TYPE INFORMATION**

Hours of Operations are generally 7:30 a.m. – 4:00 p.m. 5 days a week

**CENTRAL REGION**

**CENTRAL STATE GARAGE #20**

200 EAST ASH STREET  
SPRINGFIELD, IL 62704-4793  
217/782-4684, 4685, 4686  
Gasohol and E85 (Ethanol)

**CHAMPAIGN STATE GARAGE #28**

P.O. BOX 1577/201 EISNER ROAD  
CHAMPAIGN, IL 61820-9998  
217/278-3456  
Gasohol and Diesel

**LINCOLN AVENUE GARAGE #04**

650 NORTH LINCOLN AVENUE  
SPRINGFIELD, IL 62702-3697  
217/782-6028  
Gasohol and Diesel, IDOT Truck Service

**PARIS STATE GARAGE #27**

P.O. BOX 1028/RTE. 133 WEST  
PARIS, IL 61944-1028  
217/463-4215 OR 217/782-3693  
Gasohol and Diesel

**SOUTHERN REGION**

**CARBONDALE STATE GARAGE #32**

P.O. BOX 100/2801 W. MURPHYSBORO  
CARBONDALE, IL 62903-0100  
618/351-5346 OR 217/782-4554  
Gasohol

**COLLINSVILLE STATE GARAGE #31**

1104 EASTPORT PLAZA DRIVE  
COLLINSVILLE, IL 62234-6102  
618/346-5190 OR 618/346-5192  
Gasohol and Diesel

**EFFINGHAM STATE GARAGE #29**

P.O. BOX 587/400 W. WABASH  
EFFINGHAM, IL 62401-0587  
217/342-8296 OR 217/782-6801  
Gasohol

**FAIRFIELD STATE GARAGE #30**

ROUTE #4, 117 HIGHLAND AVE.  
FAIRFIELD, IL 62837-1841  
618/842-2526  
Gasohol & Diesel

**HILLSBORO STATE GARAGE #42**

C/O GRAHAM CORRECTIONAL CENTER  
P.O. BOX 499/RTE. 185 SOUTH  
HILLSBORO, IL 62049-0499  
217/532-6811  
Gasohol and Diesel

**CMS MAJOR STATE GARAGES BY REGION (Continued)  
AND FUEL TYPE INFORMATION**  
Hours of Operations are generally 7:30 a.m. – 4:00 p.m. 5 days a week

<b><u>NORTHERN REGION</u></b>	<b><u>NORTHWEST REGION</u></b>
<b><u>CHICAGO NORTHSIDE GARAGE #09</u></b> 7075 FOREST PRESERVE DRIVE CHICAGO, IL 60634-1332 773/736-5290 OR 773/736-5291 No Fuel	<b><u>DIXON STATE GARAGE #22</u></b> 817 DEPOT AVENUE DIXON, IL 61021-3500 815/284-1594 OR 815/284-3049 Gasohol and Diesel
<b><u>ELGIN STATE GARAGE #21</u></b> 595 SOUTH STATE STREET ELGIN, IL 60123-7603 847/931-2473 Gasohol and Diesel	<b><u>MONMOUTH STATE GARAGE #26</u></b> 710 180TH AVENUE STATE HIGHWAY BUILDING MONMOUTH, IL 61462-9373 309/734-6306 Gasohol and Diesel
<b><u>SUBURBAN NORTH GARAGE #49</u></b> 9511 HARRISON STREET DES PLAINES, IL 60016-1566 847/294-4152, 4153 No Fuel	<b><u>OTTAWA STATE GARAGE #23</u></b> 1620 PORTER STREET OTTAWA, IL 61350-1600 815/434-8400 OR 815/434-8432 Gasohol and Diesel
<b><u>WATSEKA STATE GARAGE #24</u></b> 111 YOUNT AVENUE WATSEKA, IL 60970-1272 815/432-3266 Gasohol and Diesel	<b><u>PEORIA STATE GARAGE #25</u></b> 6510 WEST U.S. HIGHWAY 150 EDWARDS, IL 61528-9727 309/693-5162 Gasohol and Diesel

*State of Illinois E85 Fueling Sites:*

**IL CENTRAL MANMAGEMENT SERVICES**

Division of Vehicles' Central Garage  
200 E. Ash Street  
Springfield, IL 62704  
217/782-4684, ext 239  
7:30 a.m. – 4:00 p.m.

**IL DEPARTMENT OF TRANSPORTATION**

Landscape Site  
1200 W. Augusta  
Chicago, IL 60622  
773/486-1957  
7:30 a.m. – 3:30 p.m.

***Web link for E85 Retail Fueling Sites:***

<http://www.illinoisgreenfleets.org/stations>

For additional information on rentals please refer to "A Travel Guide for State of Illinois Employees."